## Worksheet

1. start: Switch on the computer and connect the mouse

2. open the Open Office or Word program

3. open a text file

4. go to the bottom of the text. Write your name

5. go to the next line. Write your name in CAPITAL LETTERS

6. delete a text

7. highlight a word and delete it

8. highlight a word and make it BOLD

9. mark a word and make it colored

10. write five words under each other!

11. save your file!

12. close the program

13. turn off the computer